



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

SEP 09 2015

MEMORANDUM FOR: Bureau Chief Financial Officers

FROM: Gay Shrum *Gay Shrum*
Director
Office of Administrative Programs

SUBJECT: Travel Guidance for the Current and New Fiscal Year

In order to secure travel and transportation services prior to receiving appropriations for the new fiscal year, each organization must establish adequate procedures for ensuring that all year-end obligations for travel for FY 2015 and obligations for FY 2016 are made in accordance with the provisions of Title 31 of the United States Code. Specifically, 31 U.S.C. 1341 prohibits an officer or employee of the U.S. Government to make or authorize an expenditure of obligation exceeding an amount available in an appropriation or fund, or to involve the Government in a contract or obligation for the payment of money before an appropriation is made.

Accordingly, employees are advised to check with their budget or finance office to determine the availability of funds before scheduling travel for FY 2016.

Each organization may have a unique funding appropriation; however, the following guidance is provided, as applicable:

- Organizations using multi-year funds beyond FY 2015 may continue to authorize travel from these funds provided there is a fund balance sufficient to cover the travel performed. The authorized travel should be for the purpose for which the funds were appropriated, and those bureaus are advised to state on the travel order "approved to purchase ticket for FY 2016 with prior-year funds due to multi-year funding/no-year funding."
- Organizations using one-year funds are encouraged not to arrange or plan travel, which will require tickets to be issued on or after October 1, 2015. This procedure will be in effect until a continuing resolution or annual appropriations act providing appropriations for the new fiscal year has been enacted into law.

Travel Orders

For organizations with one-year funds, all travel orders prepared in FY 2015 for travel beginning or ending in FY 2016 should be annotated to reflect the following statement:

“Approval of travel scheduled to be accomplished on or after October 1, 2015, is contingent upon the availability of FY 2016 funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.”

This statement shall be reflected on all temporary duty travel orders until an appropriation is available for obligation. Travelers are prohibited from providing the travel management service provider (ADTRAV) with any signed travel orders unless funding is available.

Purchase of Transportation Tickets

Roundtrip transportation tickets for travel beginning in FY 2015 and ending in FY 2016 will be charged to the current appropriation, whether obtained using a JP Morgan Chase centrally-billed travel account or individually-billed travel card.

However, for organizations with one-year funds, if the return portion of the ticket cannot be used and a separate return ticket for travel on or after October 1, 2015, must be purchased, the FY 2016 appropriation will be charged. FY 2015 funds will not be used to purchase transportation that begins and ends in FY 2016.

Please note that ADTRAV cannot guarantee fares or flights for any FY 2016 booking if the airline has not provided the fares or identified the contract carrier for the new fiscal year.

Temporary Duty Per Diem, Mileage, and Other Expenses

Charges for per diem, mileage, and other expenses must be charged to an appropriation available for the fiscal year in which the expenses are actually incurred because fiscal obligations for such expenses are incurred daily.

For organizations with one-year funds, travel vouchers filed for travel that span the two fiscal years should allocate the expenses accordingly and indicate the appropriate fiscal year accounting classification codes charged as shown on the travel order. In such a case, FY 2015 funds may not be used to pay for any such travel expense incurred on or after October 1, 2015. For example:

All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred in September 2015 will be charged to the FY 2015 appropriation.

All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred on or after October 1, 2015, will be charged to the FY 2016 appropriation.

Permanent Change of Station Moves

All organizations must record as an obligation, the estimated amount of all travel and transportation expenses of a transferred employee against an appropriation available for obligation at the time the employee is issued a valid travel order irrespective of when the relocation will be completed. (See 64 Comptroller General 45).

Local Travel

Local travel charged to one-year funding occurring during the end of September 2015 may be claimed in FY 2016 and charged to FY 2015 funds.

In the event FY 2016 funding is not available and an employee is in a travel status at midnight on September 30, 2015, DOC will advise those organizations if it is necessary to have the employee return to his/her permanent duty station.

Please ensure that your employees prepare travel orders and travel vouchers in accordance with these guidelines.

If you or members of your staff have questions on this subject, please contact Cecelia Kizer at (202) 482-1818 and via the OFM-DOC Travel Policy Helpdesk at OFM-DOCTravelPolicyHelpdesk@doc.gov.

cc: ADTRAV
Administrative Officers
Travel Contacts

